

## LANCASTER COUNTY CORRECTIONS ADMINISTRATOR

### NATURE OF WORK

This is complex work with responsibility for administering the Department of Correctional Services for Lancaster County.

Work involves responsibility for development and implementation of modern and innovative programs for the delivery of correctional services to meet the needs of Lancaster County and the City of Lincoln. Work involves responsibility for directing the maintenance and repair of minimum and maximum security County-City jail facilities and recommending improvements as necessary. Work also involves the coordination of Lancaster County correctional activities with all elements of the criminal justice system and the general public. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established policies and guidelines. Work is performed under the general supervision of the County Board of Commissioners with work being reviewed in the form of conferences, reports submitted, results achieved as well as the effectiveness and feasibility of program recommendations. Supervision is exercised over subordinate staff members.

### EXAMPLES OF WORK PERFORMED

Plans, directs, studies and researches various correctional and rehabilitational programs; analyzes data obtained and recommends correctional programs to meet the needs of Lancaster County and the City of Lincoln.

Prepares recommendations pertaining to the continuing development, organization, and structure of the Department of Correctional Services.

Plans and schedules work of subordinate personnel assigned to program; prepares annual budget; formulates policies and procedures pertaining to the Department of Correctional Services.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of correctional institution management practices including the care, custody and welfare of inmates.

Thorough knowledge of the principles and practices pertaining to administration and execution of the legal process relevant to correctional facilities and programs.

Thorough knowledge of state jail standards, regulations and federal law relating to jail facilities.

Ability to work with state and local laws and regulations pertaining to the operation of correctional and rehabilitational facilities.

Ability to plan, organize and supervise the work of subordinate staff members.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, law enforcement officials, co-workers, and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in a relevant social and behavioral science, public administration or related field plus related correctional work including responsible experience in administering programs of minimum and maximum security facilities.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in a relevant social or behavioral science, public administration or related field plus related correctional work including responsible experience in administering programs of minimum and maximum security facilities; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Employees in this class must meet such physical, age and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.

8/76

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